

McKinney Police Department General Orders		104.002
Subject Hiring		
Reference Personnel		
Effective Date May 22, 2008	Revised Date February 4, 2014	
Related General Orders 104.003	Related SOPs	
TPCA Recognition Program Standards 3.17, 4.01, 4.02, 4.03, 4.04	CALEA Standards <u>31.3.4, 32.1.1, 32.1.3, 32.1.7, 32.2.1.a-c, 32.2.2, 32.2.5, 32.2.6, 32.2.7, 32.2.9 ; C.4.2.1, C.4.2.3, C.4.2.5, C.4.2.6, C.4.2.7, C.4.3.1.a-c, C.4.3.2, C.4.3.5, C.4.3.6, C.4.3.7, C.4.3.8, C.4.3.9</u>	
Related Public Safety Software Information	Comments Previous 402.00, Require Council Approval for modification	

I. PURPOSE

The purpose of this General Order is to provide employees with a basic understanding of the hiring process for sworn personnel and non-sworn personnel by the McKinney Police Department. This is not a rigid structure and is flexible in some areas according to the needs of the department. Any deviation or exception from this order must be approved by the Chief of Police.

II. PHILOSOPHY

These guidelines were created for the department to establish fair, impartial, and consistent hiring process (4.01) and to insure that the best-qualified applicants are hired. It is the policy of this department to provide for open, competitive and free examinations and/or interviews.

III. APPLICATION PROCESS

- A. Applicants must submit an electronic application. Applications will be accepted as determined by position openings and availability of testing locations. The process will be coordinated by the Police Department. Generally, a posting will be made on the City website and through media outlets.
- B. Applications will be reviewed for completeness and eligibility by the City of McKinney Human Resources Department and/or Police Department personnel. The department relies upon the accuracy of information contained in the application as well as the other data presented throughout the hiring process and employment. Any misrepresentations, falsifications or material omissions in any of this information or data may result in the department's exclusion of the individual from further consideration for employment or, if the individual has been hired, termination of employment.
- C. All applicants must meet all Minimum Qualifications and Conditions of Employment as described in the official job description for the City of McKinney; and
- D. All applicants must meet all minimum requirements for employment by the City of McKinney as outlined in the City of McKinney, Employee Handbook.

IV. HIRING PROCESS

The Hiring Process is one of the most important aspects in a professional, contemporary law enforcement agency. The Hiring Process consists of multiple phases, each of which has its own standards. Therefore, each phase must be successfully completed before proceeding on to the next phase.

A. The following procedures will be adhered to for sworn and civilian applicants:

1. The background phase (listed as phase three under sworn applicants below) will be identical for sworn and civilian applicants.
2. Selection materials are stored in a secure area (whether electronic storage with limited access or physical storage in locked cabinets) when not in use and disposed of in a manner that does not allow disclosure of the information contained therein. Selection material being disposed of will be shredded and never left unattended. 32.1.7, C.4.2.7
3. All elements of the hiring process are administered, scored, evaluated, and interpreted in a uniform manner. 32.1.3, C.4.2.3

~~The following phases pertain to sworn Police Officer positions only. The hiring process for all non-sworn positions will include an interview and or skills testing, background investigation, and other phases as deemed necessary depending on the position.~~

B. Sworn Applicants

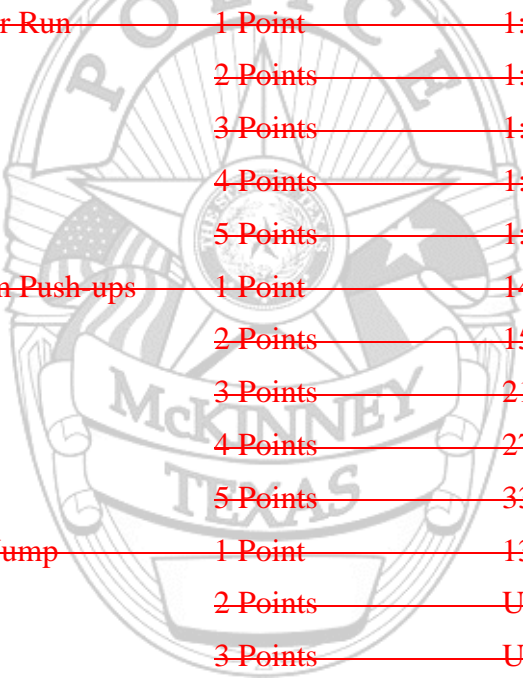
Must meet all minimum requirements as described in the Texas Commission on Law Enforcement (TCOLE) ~~Officer Standards and Education~~ Rules 217.1 Minimum Standards for Initial Licensure (~~these as~~ may be amended from time to time). (4.01)

At the discretion of the Chief of Police, any out of state applicant who is a Certified Law Enforcement Officer and receives a conditional job offer with the McKinney Police Department may be required to attend a Basic Peace Officer Academy and must successfully pass the academy to maintain employment status.

1. Phase ~~One~~ ~~Three~~ – A validated written examination will be administered to all eligible applicants simultaneously, as facilities dictate. The examinations are open to each person who makes proper application and meets the minimum requirements. Each applicant, during the same testing process, will take the same examination and will be examined in the presence of other applicants and a proctor. Applicants must present a current government issued identification card to receive admission into the testing facility.
 - (a) A minimum passing score of at least a seventy (70) must be obtained to successfully pass the examination.
 - (b) Tests will be graded on site.
 - (c) Applicants will be advised of their test score before leaving the testing facility.

(d) Applicants not successfully passing this portion of the hiring process may retake the written examination no earlier than six (6) months after the date of the last failed exam. The applicant must be re-screened to determine if they meet the requirements listed in the Application Process section. of Phase I and II prior to the exam.

2. Phase ~~Two~~ ~~Four~~ – A physical fitness examination will be given to applicants that successfully pass the written examination. The examination requirements will be posted with the job announcement along with a video outlining the specifics of each event for applicants to view. The examination will be pass/fail and all applicants will be ranked by their written test score only (highest to lowest) regardless if they are Certified Law Enforcement Officers or Non-Certified Applicants. The physical examination will be based off of Cooper Fitness Standards and administered by Cooper trained and certified employees. Applicants must receive a total score of 15 points to proceed in the hiring process.

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- (a) ~~300 Meter Run~~ 1 Point ~~1:16 and over~~
2 Points ~~1:11 to 1:15.59~~
3 Points ~~1:06 to 1:10.59~~
4 Points ~~1:01 to 1:05.59~~
5 Points ~~1:00.59 or less~~
- (b) ~~Maximum Push ups~~ 1 Point ~~14 and under~~
2 Points ~~15 to 20~~
3 Points ~~21 to 26~~
4 Points ~~27 to 32~~
5 Points ~~33 and up~~
- (c) ~~Vertical Jump~~ 1 Point ~~13" and under~~
2 Points ~~Up to 14.5"~~
3 Points ~~Up to 16"~~
4 Points ~~Up to 17.5"~~
5 Points ~~19" and over~~
- (d) ~~One Minute Sit ups~~ 1 Point ~~21 or below~~
2 Points ~~22 to 26~~
3 Points ~~27 to 30~~
4 Points ~~31 to 34~~
5 Points ~~35 or more~~
- (e) ~~One and a Half Mile Run~~ 1 Point ~~16:31 or over~~

~~2 Points ————— 14:31 to 16:30.59~~

~~3 Points ————— 12:31 to 14:30.59~~

~~4 Points ————— 10:01 to 12:30.59~~

~~5 Points ————— 10:00.59 or less~~

~~All applicants will be ranked by their written test score only (highest to lowest) regardless if they are Certified Law Enforcement Officers or Non-Certified Applicants.~~

3. Phase ~~Three~~ **Five** – A Comprehensive Background Investigation will be completed by ~~a~~ **the** Background Investigator. The Background Investigator must have attended a formal class or follow a standard full outline that is required to be followed on every background investigation (3.17) to include the requirement of the Texas Occupations Code 1701.451, for any prior agency termination reports. 32.2.2, C.4.3.2
 - (a) An investigator will meet with the applicant to conduct a preliminary interview prior to starting the background investigation to ensure that all of the information is verified and correct on the submitted Personal History Statement.
 - (b) The background investigation will entail personal and professional reference checks (with verification of at least three personal references), community supervision history, conviction history, education and verification of required documents. (4.03) 32.2.1.a-c, C.4.3.1.a-c
 - (c) Significant information discovered during the background investigation that was not included in the Personal History Statement either by omission or falsely reported will be grounds for rejection; however, minor omissions or deficiencies that can be corrected prior to the testing or interview process will not necessarily result in rejection. 31.3.4
 - (d) Each applicant rejected from the process due to the results of the background investigation will be notified in writing. The background investigator will notify the applicant when, and/or if they will be eligible to re-apply.
 - (e) Each completed background will be viewed and signed off on by the Professional Standards Deputy Chief, Assistant Chief and Chief.
4. Phase ~~Four~~ **Six** – An Oral Interview Board will be conducted with applicants depending on the availability of positions.
 - (a) Following the Background Investigation applicants will be called in order of their written examination scores.
 - (b) The Oral Board will consist of officers selected by the Professional Standards Division. The Oral Board will be chaired by the Professional Standards Deputy Chief or his/her designee.

- (c) A minimum passing score of three (3.0), on a scale of 1.0 to 5.0, must be obtained in order to proceed in the hiring process.
- (d) Each applicant who does not achieve the minimum score of three (3.0) will be notified in writing.
- ~~(e) Once a passing score is determined on the Oral Board interview, the Background Investigator will conduct an interview and begin the process of the investigation.~~
5. Phase ~~Five Seven~~ – Applicants successfully completing the Oral Board will be scheduled for a Conditional Job Offer Interview with either the Chief of Police or the Assistant Police Chief. A Conditional Job Offer will be presented to the applicant upon successful completion of the interview. (4.03) An offer of employment will be extended on the condition that the applicant is successful with completing the remaining phases of the hiring process.
6. Phase ~~Six Eight~~ – Applicants will be scheduled to complete a polygraph examination with the City’s contracted certified polygraph examiner.(4.02), 32.2.5, C.4.3.5 To successfully complete this phase, applicants must be found to be honest and forthcoming with the examiner and no disqualifying information must be revealed that has not already been disclosed and determined to not affect the applicant’s eligibility. In the event additional facts are revealed during this Phase regarding a previously disclosed possibly disqualifying event, the applicant will be removed from consideration. However, the results of the polygraph examination will not be used as a single determinant of employment status. 32.2.6, C.4.3.6 Applicants that do not successfully complete this phase will be notified in writing and can re-apply in one (1) year.
7. Phase ~~Seven Nine~~ – Applicants successfully completing the Polygraph Examination will be scheduled for a Psychological Examination from the City’s contracted licensed Police Psychologist.
- (a) Successful completion of the examination is mandatory to obtain a ~~TCOLEOSE~~ Peace Officer License.
- (b) The testing psychologist, who is licensed by the Texas Medical Board, must authorize licensing by signing a ~~TCOLEOSE~~ L-3 form. 32.2.8, C.4.3.8
- (c) Applicants unsuccessful on this portion of the Hiring Process may re-apply in one (1) year.
8. Phase ~~Eight Ten~~ – A Physical Examination and Drug Screen will be conducted by a City contracted licensed physician. The physical examination will consist of measurement instruments to include vision, hearing and general health examination as prescribed by current City of McKinney policy.
- (a) The testing physician, who is licensed by the Texas Medical Board, must authorize licensing by signing a TCOLE L-2 Form. 32.2.7

C. Telecommunicator Applicants C.4.2.1

All Telecommunicator applicants must meet all minimum requirements as described in the Texas Commission on Law Enforcement Rules 217.2 Minimum Standards for Telecommunicators, these may be amended from time to time.

A Comprehensive Background Investigation will be completed as described in phase three of the sworn selection process above for Telecommunicator Applicants.

1. An Oral Interview Board will be conducted with applicants depending on the availability of positions.
 - (a) Following the Background Investigation applicants will be called in order of their Critical scores.
 - (b) The Oral Board will consist of members of the Communication Division and Professional Standards Division. The Oral Board will be chaired by the Communication Division Manager or his/her designee.
 - (c) A minimum passing score of three (3.0), on a scale of 1.0 to 5.0, must be obtained in order to proceed in the hiring process.
 - (d) Each applicant who does not achieve the minimum score of three (3.0) will be notified in writing.
2. Applicants successfully completing the Oral Board will be scheduled for a Conditional Job Offer Interview with either the Communication Manager or the Chief of Police. A Conditional Job Offer will be presented to the applicant upon successful completion of the interview. (4.03) An offer of employment will be extended on the condition that the applicant is successful with completing the remaining phases of the hiring process.
3. Applicants will be scheduled to complete a polygraph examination as described in Phase Six above.
4. Applicants successfully completing the Polygraph Examination will be scheduled for a Psychological Examination as described in Phase Seven above.
5. A Physical Examination and Drug Screen will be conducted by a City contracted licensed physician. The physical examination will consist of measurement instruments to include vision, hearing and/or a general health examination, as defined by the agency as necessary to perform the duties of the position, (C.4.3.7) and as prescribed by current City of McKinney policy.
 - (a) The testing physician, who is licensed by the Texas Medical Board, must authorize medical clearance acceptable for the position.

D. Other Civilian Applicants

1. An Oral Interview Board may be conducted with the applicant depending on the requirements of the position.
2. The applicant will be interviewed by Professional Standards personnel or a designee.

3. The applicant selected to move forward in the process will complete the remaining hiring steps.
4. A Comprehensive Background Investigation will be completed as described in phase three of the sworn selection process above.
5. The remaining steps in the hiring process will follow phases six and seven described in the Sworn process. A drug screen will be required for all applicants. The Chief of Police retains the authority to require a physical examination for other civilian applicants based on the requirements of the position.

V. NOTIFICATION

If an applicant is unsuccessful on any portion of the Hiring Process, they will be notified in writing. 32.1.5, C.4.2.5 Unsuccessful applicants will be advised in the notification when they will be eligible to re-apply. Most applicants may typically re-apply within six-months, with the exception of an unsuccessful completion of the polygraph or psychological examination, in which case the applicant may re-apply no earlier than one year from the date of notice from the City that they are no longer eligible at this time for consideration. The Police Department reserves the right to make the determination on a case-by-case basis when and/or if an applicant may re-apply. This determination will depend on the reason(s) why the applicant was disqualified.

VI. DISPOSITION OF SELECTION RECORDS OF APPLICANTS

After the hiring selection process is completed the records of sworn and non-sworn applicants are filed regardless if they were selected for hire or not selected in the secured personnel file room. Those that are selected will be filed in the “Current Employee” filing cabinets and remain until employment has ended. Those files will then be moved to the “Past Employees” file cabinet and maintained for five years. Once this retention date has been reached the files are transferred and follow the City of McKinney Records Management Procedures, 32.2.9, C.4.3.9 Those that were not selected for employment will be filed in the “Applicants” file cabinet and maintained for two years. Once this retention date has been met these files are destroyed by a city contracted shredding company in a manner to prevent disclosure. (4.04) 32.2.6, C.4.2.6

VII. PROBATIONARY POLICE OFFICERS

A. Recruit Police Officers-non ~~TCOLE~~ certified employees.

1. Recruit Police Officers are required to attend the Basic Peace Officer Academy and must successfully pass the academy to maintain employment status.
2. Recruit Police Officers must also successfully complete the Texas Basic Peace Officer examination as required by the Texas Commission on Law Enforcement ~~Officer Standards and Education~~ Rules to maintain employment status. A recruit Police Officer shall be allowed the maximum number of attempts as allowed by ~~TCOLE~~ to pass the ~~TCOLE~~ exam prior to termination.

3. Upon successful completion of both the Basic Peace Officer Academy and the Peace Officer Examination, a Recruit Police Officer will be upgraded to a Probationary Police Officer.
- B. Probationary Police Officers – TC~~OLE~~~~OSE~~ certified officers.
1. All newly hired certified officers must successfully complete the Police Department's in-house academy prior to entering Field Training.
 2. All Probationary Police Officers must complete the Field Training Program and their remaining probationary time period prior to being removed from the probationary status.

~~VIII. POLICY RESTRICTION~~

~~This directive is for departmental use only and does not apply in any criminal proceeding. The department policy shall not be construed as a creation of higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this directive will only form the basis for departmental administrative sanctions.~~

~~IX. GENERAL PROVISION~~

- ~~A. Any previous directive, rule, order, policy or regulation that pertains to this subject matter and its amendments shall remain in full force and effect prior to the effective date of this General Order.~~
- ~~B. If any section, sentence, clause or phrase of this General Order is, for any reason, held to be invalid, such decision shall not affect the validity of the remaining portions of this General Order.~~
- ~~C. The effective date of this General Order is stated in the header block.~~
- ~~D. Any reference made in this General Order to any other law, statute, code, ordinance, rule or regulation is intended to incorporate such material as it presently exists and also any future amendments, changes, revisions, repeals or recodifications of such material, unless otherwise expressly provided.~~

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